



COMMUNITY DEVELOPMENT
BUILDING SERVICES DEPARTMENT
PHONE: (770) 429-4554 FAX: (770) 429-4548
2529 J.O. Stephenson Avenue, Kennesaw, GA 30144

Commercial Permit Application

The following information is available upon request

**CURRENT LIST OF CODES USED
AUTHORIZED AGENT FORM FROM SEC. OF STATE**

Building Services office hours are 8:00 a.m. to 5:00 p.m. Monday thru Friday.

To set up an inspection go to www.kennesaw-ga.gov Inspections are generally scheduled for next business day if requested by 4 pm. Please be sure you have submitted all necessary paperwork (engineer letters, sub-permits, etc.) and that any fees (permit or re-inspection) have been paid before requesting inspections.

Please allow 3-5 Business Days for Plan Review and Permit Processing

We will notify applicant via email when complete. When notified, a Pre-Construction Meeting will need to be scheduled for the site Supervisor to meet the Building Inspector/Official at our office. Permits can be picked up at time of this meeting

NEW CONSTRUCTION

_____ Obtain Land Disturbance Permit (SEE LAND DISTURBANCE PERMIT APPLICATION)

_____ Install silt fence

_____ Call Environmental Specialist (770-421-8582), with your permit number to schedule site inspection

_____ Allow 72 business hours after inspection before obtaining Grading Permit from building Services

(Continue with building permit application procedures below)

ALL COMMERCIAL PROJECTS

Submit completed applications and supporting documentation below to Building Services Department

_____ 3 complete sets (including MPE's on all new, tenant and remodel finishes) of stamped architectural plans by all required government agencies, including:

_____ Fire Marshall

_____ Cobb county permit application form with Water & Fire Approval

_____ Health Department if required.

_____ Site plans (if applicable)

_____ 1 Digital copy of approved Architectural plans in .pdf format

_____ Building Permit Application – filled out COMPLETELY

_____ Copy of contractors current Business License

_____ State Issued License and authorized agent form*

_____ Energy Affidavit

_____ HVAC load calculations

Office personal will contact you via email with fee amount and to set up a preconstruction meeting if required, your permit will be issued at that time



Date Received: _____

Staff Initials: _____

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COMMERCIAL BUILDING PERMIT APPLICATION

Project Name _____ Historic Area Y or N _____

Address _____ City _____ Zip _____

Description of Work: _____

[] Complete Building-Tenant Name _____

Type of Business (ex.: Retail, Manufacturing, etc.) _____

[] New [] Addition [] Tenant Build Out/Remodel/Repair [] Other _____

Exterior [] Brick [] Wood [] Other _____

of Suites _____ # of Floors _____ SQ FTG _____ Rooms/Baths _____ / _____ Other _____

Estimated Construction Value: \$ _____ Construction Type _____

Permit Fee: \$ _____ Plan Review Fee: \$ _____ Impact Fee: \$ _____ Tech Fee: \$ _____ Total Fee Due: \$ _____

NOTE Plans (3 sets) stamped by Fire Marshall, Cobb Water Sewer Approval Stamp or receipt showing fees paid for tenant, ***Digital copy** of approved Architectural plans in .pdf format including site plan. ***Current** business license, ***State Issued Contractors License**, ***Photo ID of card holder** ***State Authorization form and ***

Digital Copy Received _____

Property Owner: _____

Address _____

City/State/Zip: _____

Phone: _____ Email _____

Contractor: _____

Address _____

Contact Name: _____

Phone _____ Email _____

Applicant Signature _____ Date _____

Approved By/Date: _____

Zoning Administrator _____ Building Official _____

PERMITS ARE: NON-TRANSFERABLE & NON-REFUNDABLE

Revised: March 2017



City of Kennesaw
2529 J.O. Stephenson Avenue
Kennesaw, GA 30144
ENERGY AFFIDAVIT

Notice: This form must be completed, signed and submitted when the permit application is returned to Building Services.

DATE: _____

SUBDIVISION OR BUSINESS: _____

SITE ADDRESS: _____

The State of Georgia has adopted as State Law, the International Energy Conservation Code, 2009 Edition, with Georgia Amendments. This code regulates the design, erection, construction, alteration and renovation of buildings. The designer/builder/general contractor shall comply with the standards of the Code, which are applicable.

This Code contains requirements for energy conservation and became effective on January 1, 2011. Compliance with this Code by designers, builders, general contractors is mandatory.

CONTRACTOR: _____

PHONE NUMBER: _____ EMAIL: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

This form states that the signer is the designer, builder, contractor or their designated agent and certifies that the above permitted structure shall be built in accordance with the international Energy Conservation Code 2009 Edition with Georgia Amendments.

Signature/Position



Georgia Energy Code Compliance Certificate

Builder _____
Insulation Co. _____
Heating & Air Co. _____

Contact Information _____
Contact information _____
Contact information _____

Envelope Information

Flat Ceiling/roof R-value _____
Exterior Wall R-value _____
Attic Knee wall Cavity R-value _____
Basement Stud Wall R-value _____
Crawlspace Stud Wall R-value _____
Foundation slab edge R-value _____
Cantilevered floor R-value _____
Other insulation R-values _____
Window U-factor _____
Skylight U-factor _____
Glazed door U-factor _____

Sloped/vault Ceiling R-value _____
(Note: R-13 + R-3 is R-13 cavity and R-3 sheathing)
Attic Knee wall sheathing R-value _____
Basement Continuous R-value _____
Crawlspace Continuous R-value _____
Above Grade Mass Wall R-value _____
Floor over unconditioned space R-value _____
Window SHGC _____
Skylight SHGC _____
Opaque doors (<50% glazed) U-factor _____

Mechanical Summary

Water Heater installed by _____
Gas ____ Energy Factor _____ Electric ____ Energy Factor _____
Other (explain) _____ Efficiency _____
Number of Heating & Cooling Systems: _____ Heating Gas ____ AFUE _____
Air Source Heat Pump ____ HSPF _____ Heat other ____ Efficiency _____
Cooling System Type _____ SEER ____
Total House Heating Load _____ Btu/hour (based on ACCA Manual J _____)
Total House Cooling Load _____ Btu/hour (based on ACCA Manual J _____)
Cooling Sensible Load _____ Btu/hr Cooling Latent Load _____ Btu/hr
Total Air Handler CFM (based on design/calculations) _____ CFM
Heating & Cooling Load Calculations performed by (name): _____

*Certificate shall be readily accessible and posted on the electrical distribution panel or air handler. List primary type when there is more than one value for each component (i.e., certificate shall list the value covering the largest area). The certificate shall be completed by the builder or registered design professional.

2529 J.O. Stephenson Avenue, Kennesaw, Georgia, 30144 * (770) 424-8274 * Fax (678) 460-2844
www.kennesaw-ga.gov

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